

Smarter Balanced: Roles, Permissions and Accommodations

OPI Assessment Data Conference 2017

Megan Self, Measured Progress

Agenda

- Lab Preparation & Secure Browsers
- Roles & Permissions
- Managing Users
- Student Information & Accommodations
- Uploading Bulk Data
- Appeals (Test Improproprieties)
- Rosters
- Voice Packs
- Resources & Contacts


Lab Preparation

1. Review Tech Coordinator Resources
2. Verify lab meets Specifications & Supported Operating Systems
3. Install 2017 Secure Browser
4. Verify successful Secure Browser installation
5. Ensure adequate number of headsets are available


Secure Browser

Montana


COMPREHENSIVE ASSESSMENT SYSTEM




Students & Families




System Administrators



Test Administrators



Technology Coordinators



Recent Announcements


- A prerecorded webinar that discusses what the interim tests are and who is eligible to take them has been posted to the Tutorials folder in Administration Resources.
Added December 21, 2016
- A prerecorded webinar that discusses administering tests has been posted to the Tutorials folder in Administration Resources.
Added December 14, 2016
- A prerecorded webinar that discusses accommodations, designated supports, and universal tools has been posted to the Tutorials folder in Administration Resources.
Added December 7, 2016
- A prerecorded webinar that discusses logging into TIDE and managing user accounts has been posted to the Tutorials folder in Resources.
Added November 22, 2016
- TIDE is now available to use. Please make sure to verify and clean up your user accounts.
Added September 20, 2016
- [View all announcements](#)

Welcome!

Working together, Measured Progress, American Institutes for Research (AIR), and the Montana Office of Public Instruction (OPI) are offering the use of this testing platform to administer the 2016–2017 Smarter Balanced Assessment in mathematics and ELA. These assessments are a piece of Montana's Comprehensive Assessment System (MontCAS), which has been designed to provide parents and teachers valid, useful information to help all students succeed.

MontCAS' goal is to provide the necessary support and training that test administrators and their teams need to successfully administer the Smarter Balanced Assessment (SBA) in addition to all other statewide assessments.

Please visit <http://opi.mt.gov/curriculum/MontCAS/> for more information on other Montana assessments.



Secure Browser

Secure Browser – Supported Operating Systems

Operating System	Supported Devices	Secure Browser	Related Requirements
Desktop			
Windows Vista, 7, 8.0, 8.1, 10 ^a Server 2008, 2012	Desktops/Laptops	Windows Secure Browser	Disable fast user switching. Server 2008, and 2012 are supported when using a thin client.
Mac OS X (Intel) 10.7-10.11	Desktops/Laptops	Mac Secure Browser	Depending on your version of OS X, disable the following features: <ul style="list-style-type: none"> • Exposé or Spaces • Application Launches from Function Keys • Updates to Third-Party Apps • Updates to iTunes • Look-Up Gesture
Linux Fedora 23-24 ^a openSUSE 13.1, 13.2 Red Hat Enterprise 6.5 Ubuntu (LTS) 12.04, 14.04, 16.04	Desktops/Laptops	Linux Secure Browser	Depending on your distribution, install: <ul style="list-style-type: none"> • SoX • Verdana True Type font.


Secure Browser – Supported Operating Systems (Mobile)


Mobile			
iOS (iPads) 8.0–8.2 9.x, 10.2	iPad 2 iPad 3 4th Generation (Retina Display) iPad Air iPad Air 2	AIRSecureTest Mobile Secure Browser 3.1	Use Guided Access, Autonomous Single App Mode, or Automatic Assessment Configuration.
Android 4.4, 5.0, 5.1, 6.0 ^b	Google Nexus 10 Motorola Xoom Samsung Galaxy Note (2014 edition) Samsung Galaxy Tab 3 and 4 LearnPad Quarto	AIRSecureTest Mobile Secure Browser 2.1	Enable the secure browser keyboard.
Chrome OS 50+	Chromebooks	AIRSecureTest kiosk application	Chromebooks must be in kiosk mode.
Windows 8.0, 8.1, 10	AIR supports any tablet running Windows 8.0, 8.1 Pro, and 10, but has done extensive testing only on Surface Pro, Surface Pro 3, Asus Transformer, and Dell Venue.	Windows Secure Browser	Disable fast user switching.


Secure Browser Installation


Download Secure Browsers


To download the secure browser for your operating system, select the corresponding tab.


**Important Information**


**Windows**
Vista, 7, 8.0, 8.1, 10;
Server 2008, 2012


**Mac OS X**
10.7-10.11

**Linux (32-bit)**
Fedora 23-24
openSUSE 13.1, 13.2
Red Hat Enterprise 6.5
Ubuntu (LTS) 12.04,
14.04, 16.04

**Linux (64-bit)**
Fedora 23-24
openSUSE 13.1, 13.2
Red Hat Enterprise 6.5
Ubuntu (LTS) 12.04,
14.04, 16.04

**iOS**
8.0-8.2, 9.x, 10.2

**Android**
4.4, 5.0, 5.1, 6.0

**Chrome OS**
50+

Technical Resources

- For information about technical specifications, including supported operating systems, network and Internet requirements and recommendations, general hardware and software requirements, and text-to-speech, refer to the *Technical Specifications Manual for Online Testing*.
- For detailed information about installing secure browsers, refer to the *Secure Browser Installation Manual*.
- For information about Braille requirements and testing, refer to the *Braille Requirements and Testing Manual*.

About Supported Operating Systems

The operating system versions listed in the above table are the only ones officially supported.

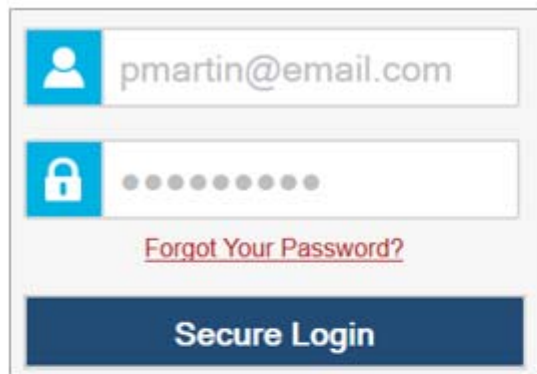
Warning: Support for New Desktop Operating Systems

Desktop operating systems, in particular new versions of those operating systems, not in the above table are not supported. Do not upgrade to new operating systems on computers used to administer online assessments.

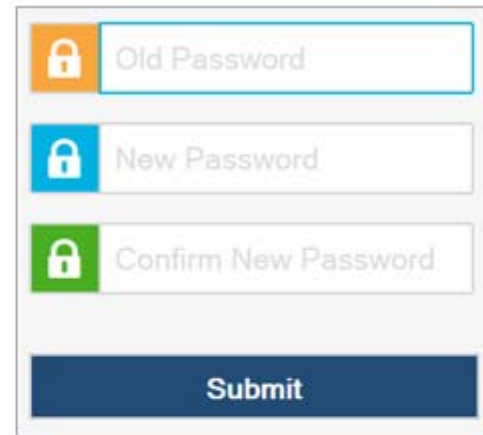
Warning: Support for Updated Mobile Operating Systems

Turn off or delay automatic updates of operating systems for mobile devices. AIR reviews these updates to verify they do not pose a risk to student testing, and will post announcements on this portal accordingly.

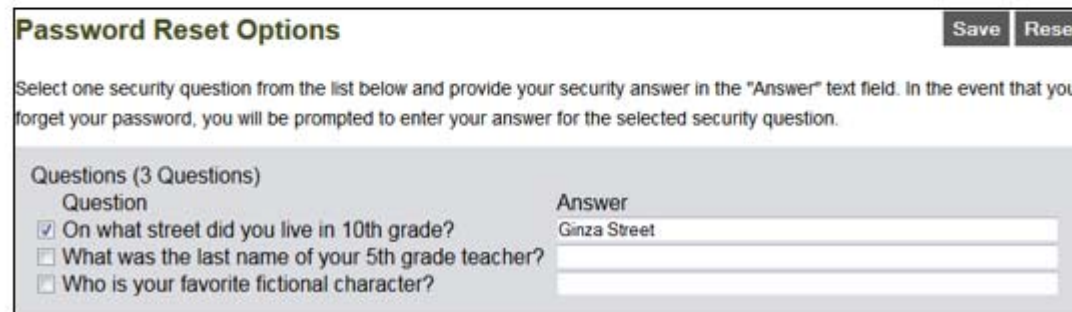
Activating TIDE Account



A login form with a blue header bar. It contains a text input field with a person icon and the email address 'pmartin@email.com'. Below it is a password input field with a lock icon and ten dots. A red link 'Forgot Your Password?' is positioned below the password field. At the bottom is a large blue button labeled 'Secure Login'.



A password reset form with a blue header bar. It contains three password input fields, each with a lock icon and a label: 'Old Password', 'New Password', and 'Confirm New Password'. At the bottom is a large blue button labeled 'Submit'.



Password Reset Options Save Reset

Select one security question from the list below and provide your security answer in the "Answer" text field. In the event that you forget your password, you will be prompted to enter your answer for the selected security question.

Questions (3 Questions)	Answer
<input checked="" type="checkbox"/> On what street did you live in 10th grade?	Ginza Street
<input type="checkbox"/> What was the last name of your 5th grade teacher?	
<input type="checkbox"/> Who is your favorite fictional character?	

Accessing TIDE

[Home](#) [Users ▼](#) [Resources ▼](#) [FAQs](#) [Supported Browsers](#) [Register for email updates](#) | [Manage Account](#)

Montana

COMPREHENSIVE ASSESSMENT SYSTEM



TIDE



Practice & Training
Test Administration



Assessment Viewing
Application



AIR Ways
Reporting



Test Administration



Teacher Hand
Scoring System



Online Reporting



Test Administrator
Certification



Test Administration
Resources

Welcome, Test Administrators!

This page provides information for Test Administrators using the Montana Assessment Program.

Announcements

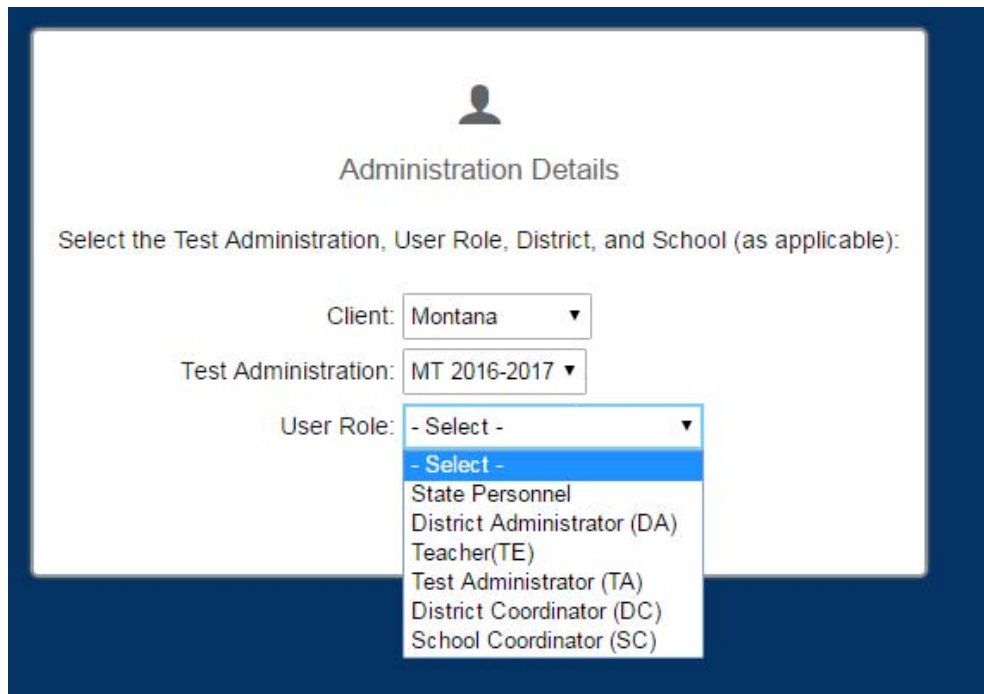
- The Interim assessments are now live and can be accessed for administration through the Test Administration interface test selection.
Added May 9, 2016
- The 2016 [Smarter Balanced Test Administration Manual](#) is now available for download.
Added March 9, 2016
- Note: The Test Administrator Certification application can be used for reference or training, but is NOT REQUIRED to administer the Montana Smarter Balanced assessments.**
Added February 17, 2016

Key Documents

- [Smarter Balanced Test Administration Manual \[PDF\]](#)
Updated October 31, 2016
- [Test Administrator \(TA\) User Guide \[PDF\]](#)

Roles

- You now have the ability to log in to TIDE as alternate user roles, if they are available to you.



The screenshot displays the 'Administration Details' section of the TIDE system. It features a user icon at the top, followed by the title 'Administration Details'. Below this, a prompt reads: 'Select the Test Administration, User Role, District, and School (as applicable):'. The form contains three dropdown menus: 'Client' set to 'Montana', 'Test Administration' set to 'MT 2016-2017', and 'User Role' set to '- Select -'. The 'User Role' dropdown is open, showing a list of available roles: '- Select -', 'State Personnel', 'District Administrator (DA)', 'Teacher(TE)', 'Test Administrator (TA)', 'District Coordinator (DC)', and 'School Coordinator (SC)'.

Administration Details

Select the Test Administration, User Role, District, and School (as applicable):

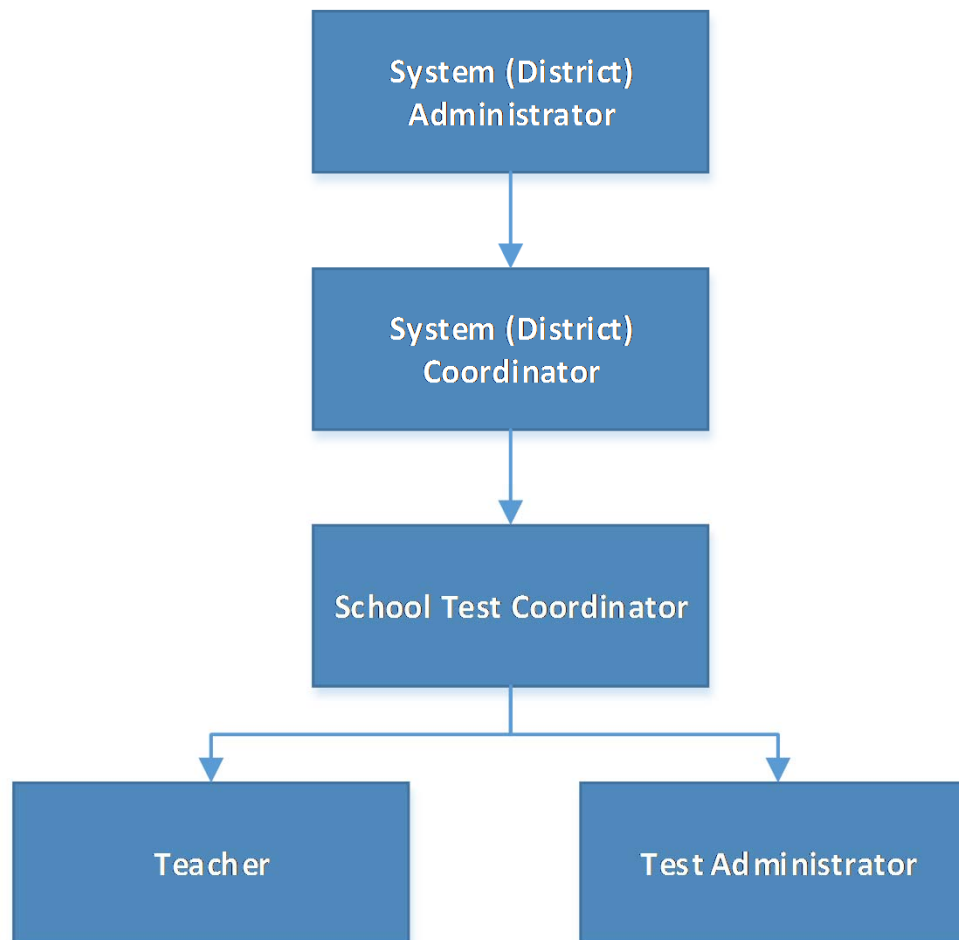
Client: Montana ▼

Test Administration: MT 2016-2017 ▼

User Role: - Select - ▼

- Select -
- State Personnel
- District Administrator (DA)
- Teacher(TE)
- Test Administrator (TA)
- District Coordinator (DC)
- School Coordinator (SC)

Roles



Permissions

	System (District) Administrator	System (District) Coordinator	School Test Coordinator	Teacher	Test Administrator
Add/Upload/Edit Student Information	STATE DATA FEED ONLY				
Edit Student (Test Settings) Accommodations	X	X	X	X	
Add/Edit Users	X	X	X		
View Student Details	X	X	X	X	
Create Test Impropriety Requests	X	X	X		
View Reports	X	X	X	X	
Manage Rosters	X	X	X	X	
Test Scorer Interim*				X	X
Test Scorer Admin Interim*	X	X	X		
Test Administrator	X	X	X	X	X
Visibility	District Level	District Level	School Level	Roster Level	None

TIDE Home Page

TIDE

Montana
COMPREHENSIVE ASSESSMENT SYSTEM

Administration: MT 2016-2017 | Role: STATE

General Resources ▼ ? Help Manage Account ▼ Log out

Find Student by ID

Preparing for Testing

- Users
- Students
- Test Settings and Tools
- Rosters

Administering Tests

- Print Testing Tickets
- Monitoring Test Progress
- Appeals / Invalidations 0

After Testing

- Data Cleanup

Managing Users - Search

- Click the **Users** tab, then click **View/Edit/Export Users**.
- Search users leveraging the screen below.

The screenshot shows the 'View/Edit/Export User' page in the Measured Progress system. The top navigation bar includes icons for Home, Users, Preparing for Testing, Administering Tests, and After Testing. A search bar labeled 'Find Student by ID' is in the top right. Below the navigation bar is an orange bar with tabs: Users, Students, Test Settings and Tools, and Rosters. The main heading is 'View/Edit/Export User' with a subtext: 'Use this page to view, edit, or export users. [more info](#)'. The 'Search users' section contains the following fields:

- *Role: Test Administrator (TA) (dropdown)
- *State: Montana - 000000 (dropdown)
- *District: -- Select -- (dropdown)
- *School: -- Select -- (dropdown)
- Email Address: (text input)
- First Name: (text input)
- Last Name: (text input)
- Phone Number: (text input)
- Completed TA Cert. Course: ☐ Yes ☐ No





A green 'Search' button is located at the bottom right of the search fields.

Managing Users - Search

Results appear:

Number of users found: 4

Enter search terms to filter search results

<input type="checkbox"/>	Edit	Role	District	School	Email Address	First Name	Last Name	Phone Number	Completed TA Cert. Course
<input type="checkbox"/>		TA	9998-Demo district 9998	9998_9998-Demo Institution 99989998	eshaia.pethyo@yahoo.com	Demo123	Lastdemo123		Y
<input type="checkbox"/>		TA	9998-Demo district 9998	9998_9998-Demo Institution 99989998	bartlett.jesse@measuredprogress.org	DEMOJESSE	DEMOBARTLETT		N
<input type="checkbox"/>		TA	9998-Demo district 9998	9998_9998-Demo Institution 99989998	useruser2@air.org	user	user2		N
<input type="checkbox"/>		TA	9998-Demo district 9998	9998_9998-Demo Institution 99989998	test3.test4@air.org	test3	test4		N

From this listing of retrieved users, you can do the following:

- View detailed information about a user
- Delete user accounts
- Export the listing

Managing Users - Add

- Click **Users** tab, then click **Add Users**.
- Fill out appropriate fields.
- Click **Save**.

The screenshot shows the 'Add Users' form in the Measured Progress system. At the top, there are four tabs: 'Preparing for Testing' (selected), 'Administering Tests', and 'After Testing'. A search bar labeled 'Find Student by ID' is on the right. Below the tabs is an orange navigation bar with 'Users', 'Students', 'Test Settings and Tools', and 'Rosters'. The 'Add Users' section includes an information icon and a link to 'more info'. The form itself is titled 'PERSONNEL' and contains several fields: '*Role:' (dropdown menu with 'Test Administrator (TA)' selected), '*State:' (dropdown menu with 'Montana - 000000' selected), '*District:' (dropdown menu with '-- Select --' selected), '*School:' (dropdown menu with '-- Select --' selected), '*Email Address:' (text input field), '*First Name:' (text input field), '*Last Name:' (text input field), 'Phone Number:' (text input field), and '*Completed TA Cert. Course:' (radio buttons for 'Yes' and 'No'). There are 'Save' and 'Cancel' buttons at the top and bottom of the form.

Preparing for Testing Administering Tests After Testing

Find Student by ID

Users Students Test Settings and Tools Rosters

Add Users

Use this page to add users to assessment systems. [more info](#)

Save Cancel

PERSONNEL

*Role: Test Administrator (TA) *First Name: *Last Name: Phone Number: *Completed TA Cert. Course: Yes No

*State: Montana - 000000 *District: -- Select -- *School: -- Select -- *Email Address:

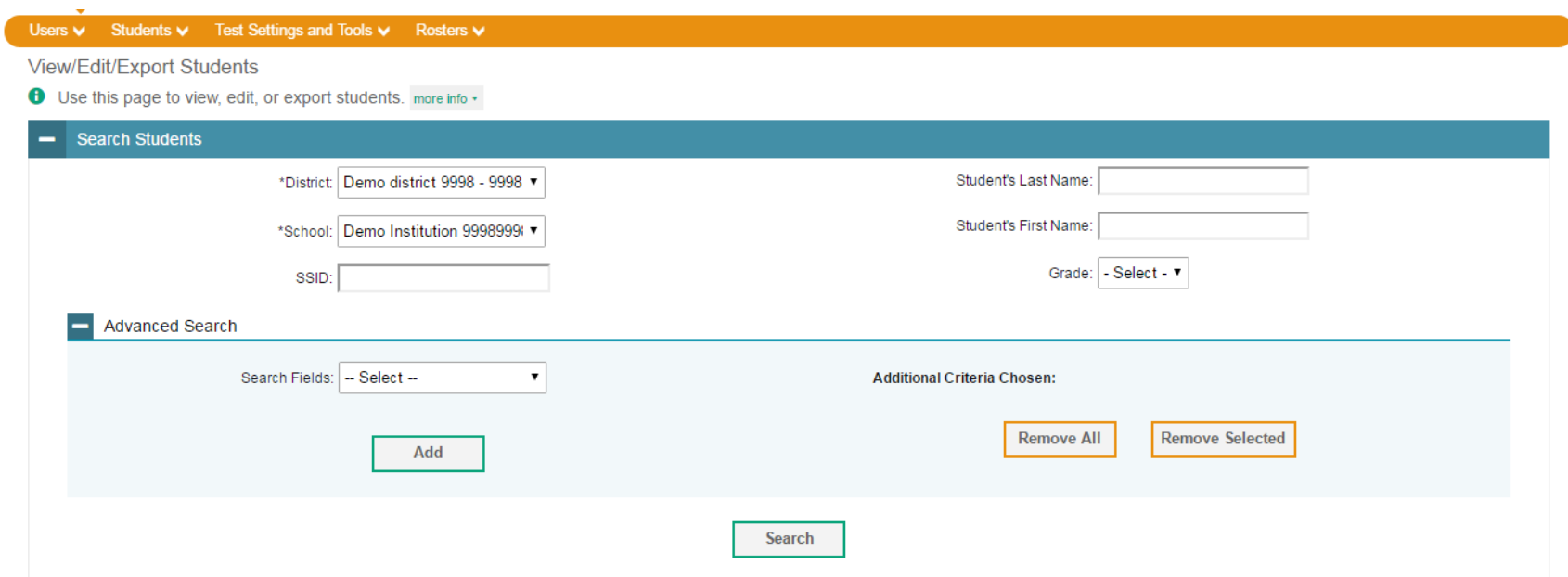
Save Cancel

Managing Users – Delete

- In the **View/Edit/Export Users** page, mark the checkbox for the accounts you want to delete.
- Click **Delete**.
- You may need to delete and create a new user account if the following conditions apply:
 - You need to remove a user from district or school associations.
 - A user's email address has changed.

Student Information – Search

- Click the **Students** tab, then click **View/Edit/Export Students**.
- **Advanced Search** lets you search by gender, DOB, print size, color contrast, text-to-speech, streamlined mode, masking, permissive mode, etc.



The screenshot displays the 'View/Edit/Export Students' interface. At the top, a navigation bar includes 'Users', 'Students', 'Test Settings and Tools', and 'Rosters'. Below this, a header bar reads 'View/Edit/Export Students' with a 'more info' link. The main section is titled 'Search Students' and contains several input fields: '*District:' (set to 'Demo district 9998 - 9998'), '*School:' (set to 'Demo Institution 9998999'), 'SSID:', 'Student's Last Name:', 'Student's First Name:', and 'Grade:' (set to '- Select -'). Below these is an 'Advanced Search' section with a 'Search Fields:' dropdown (set to '-- Select --'), an 'Add' button, and a 'Remove All' button. To the right of the 'Search Fields' dropdown is the text 'Additional Criteria Chosen:'. At the bottom right of the 'Advanced Search' section is a 'Remove Selected' button. A 'Search' button is located at the bottom center of the main section.

Student Information – Search

- From the list of retrieved students, you can do the following:
 - Edit Student Test Settings
 - Export students into a list or spreadsheet

Find Student by ID

Users ▾ Students ▾ Test Settings and Tools ▾ Rosters ▾

View/Edit/Export Students

Use this page to view, edit, or export students. [more info](#)

+

Search Students

Number of students found: 5

Enter search terms to filter search results

	Edit	School Information		Student Information							Test Settings and Tools		
		District	School IRN	SSID	Student's Last Name	Student's First Name	Student's Middle Name	Gender	Birth Date (MMDDYYYY)	Grade	Print Size	Color Contrast	Presentation
<input type="checkbox"/>		9998	9998_9998	11111101	test	test	test	Male	08262005	04	MA:TDS_PS_L0 ELPT:TDS_PS_L0 EL:TDS_PS_L0	MA:TDS_CC0 ELPT:TDS_CC0 EL:TDS_CC0	MA:ENU ELPT:ENU EL:ENU
<input type="checkbox"/>		9998	9998_9998	11111102	test	test	test	Female	08262005	04	MA:TDS_PS_L2 ELPT:TDS_PS_L3 EL:TDS_PS_L1	MA:TDS_CCMagenta ELPT:TDS_CCYellowB EL:TDS_CCMedGrayLtGray	MA:ENU-Braille ELPT:ENU-Braille EL:ENU-Braille
<input type="checkbox"/>		9998	9998_9998	11111103	test	test	test	Female	08262005	04			
<input type="checkbox"/>		9998	9998_9998	11111104	test	test	test	Female	08262005	04			
<input type="checkbox"/>		9998	9998_9998	11111105	test	test	test	Male	08262005	04			

Embedded Designated Supports & Accommodations

Embedded Designated Supports	Embedded Accommodations
Color Contrast	American Sign Language (ASL)
Masking	Braille
Text-to-Speech	Closed Captioning
Translated Test Directions	Text-to-Speech
Translations (Glossary w/audio)	Streamlined Interface
Translation of Items	
Turning off Universal Tools	

Non-Embedded Designated Supports & Accommodations

Non-Embedded Designated Supports	Non-Embedded Accommodations
Bilingual Dictionary	Abacus
Color Contrast	Alternate Response Options
Color Overlay	Calculator
Magnification	Multiplication Table
Read Aloud Items	100's Number Table
Read Aloud Stimuli	Read Aloud Stimuli
Scribe Items (Non-Writing)	Scribe Items (Writing)
Separate Setting	Speech-to-Text
Glossary	
Translated Test Directions	
Simplified Test Directions	
Noise Buffers	

Student Information – Printing a Test Ticket

A testing ticket is a hard-copy form that includes login credentials to access a test, such as an index card.

- Click **Print Testing Tickets** then **Print from Student List** or **Print from Roster List**

The screenshot displays the Montana Comprehensive Assessment System (MCAS) interface. The top navigation bar includes the system name, user role (STATE), and links for General Resources, Help, Manage Account, and Log out. The main content area is divided into three columns: 'Preparing for Testing' (orange), 'Administering Tests' (teal), and 'After Testing' (light blue). The 'Administering Tests' column is highlighted with a red border, and the 'Print Testing Tickets' option is selected, showing sub-options for 'Print from Student List' and 'Print from Roster List'. The 'After Testing' column shows a 'Data Cleanup' option. A search bar for 'Find Student by ID' is located in the top right of the 'After Testing' column.

Montana
COMPREHENSIVE ASSESSMENT SYSTEM

Administration: MT 2016-2017 | Role: STATE

General Resources ▼ Help Manage Account ▼ Log out

Find Student by ID

Preparing for Testing

- Users
- Students
- Test Settings and Tools
- Rosters

Administering Tests

- Print Testing Tickets
 - Print from Student List
 - Print from Roster List
- Monitoring Test Progress
- Appeals / Invalidations 0

After Testing

- Data Cleanup

Uploading Bulk Data

- Select **Upload Users**
- Click **Download Templates** and select Excel or CSV.
- Complete the template (see user guide for details).
- Click **Browse**, and navigate to your file.
- Click **Upload File**. A Preview will be displayed.
- Click **Next**. TIDE will validate the file and display any error messages.



Appeals (Test Improperities)

- Normal flow



- Improperities interrupt normal flow
- Test Impropropriety options:
 - Invalidation
 - Reset
 - Re-open
 - Re-open test segment
 - Reverts
 - Grace period extension (GPE)
- Submit reset and reverts at least one day prior to the end of a test window, allowing students time to complete their test.
- All Impropropriety requests are routed to the State for approval.

Appeals by Test Status

Test Result Status	Invalidation	Reset	Re-open	Re-open Test Segment	Revert	Grace Period Extension
Approved		✓			✓	
Completed	✓	✓	✓		✓	
Denied	✓	✓		✓	✓	✓
Expired	✓	✓	✓		✓	
Paused	✓	✓		✓	✓	✓
Pending		✓			✓	
Processing		✓			✓	
Reported	✓	✓	✓		✓	
Review		✓			✓	
Scored	✓	✓	✓		✓	
Started		✓			✓	
Submitted	✓	✓	✓		✓	
Suspended		✓			✓	
Invalidated		✓	✓		✓	

Appeals - Create

- From the **Appeals/Invalidations** task menu, click **Create Requests**

Create Invalidation Requests

Use this page to create invalidation requests. [more info](#)

Select Request Type and Search

Request Type: ☐ Invalidate A Test [?](#) ☐ Reset A Test [?](#) ☐ Re-open A Test [?](#) ☐ Grace Period Extension [?](#) ☐ Re-open Test Segment [?](#)

Search Student By: Result ID

Result ID:

Search By Session ID:

[Search](#)

- From the drop-down lists and in the text field, enter search criteria. Mark the checkbox for each result for which you want to create a test impropriety, and then click **Create**.

+ Select Request Type and Search

[Create](#)


Number of records found: 4

	Result ID	School IRN	Last Name	First Name	SSID	Test Name	Test Opportunity	Test Status
<input checked="" type="checkbox"/>	832	99-999	Smith	Tim	992421311	SAGE-Biology-Science-7-summative	1	Submitted
<input type="checkbox"/>	832	99-999	Brown	Patricia	992421525	SAGE-Biology-Science-8-summative	1	Submitted
<input type="checkbox"/>	832	99-999	Taylor	Johnathan	9992421525	SAGE-Biology-Science-10-summative	1	Submitted






Appeals - Search

- From the **Appeals/Invalidations** task menu on the TIDE dashboard, select **View/Edit/Export Requests**.

View/Edit/Export Invalidation Requests

 Use this page to view, edit, export, or process invalidation requests. [more info](#)

Search for Invalidations & Requests

Request Type: ☐ Invalidate A Test  ☐ Reset A Test  ☐ Re-open A Test  ☐ Grace Period Extension  ☐ Re-open Test Segment 

Request Status: ☐ Pending ☐ Approved ☐ Denied

Filter By:

Submitted By:

Session ID:

Rosters

- Rosters are groups of students associated with a teacher in a particular school. Rosters can represent entire classrooms, or individual class blocks/periods or special courses.
- Rosters created in TIDE will be available in the Online Reporting System. The Online Reporting System will aggregate scores at roster levels.
- Similar to “sort by” field used previously.

Rosters





- Click on the **Rosters** tab and select **Manage Rosters**.



- To add a roster, select **Add Roster** from the drop-down.
- To view or edit a roster, select **View/Edit/Export Roster**

Rosters – View, Edit, Delete


- Select a District and School

 Preparing for Testing  Administering Tests  After Testing

Find Student by ID

Users ▾ Students ▾ Test Settings and Tools ▾ Rosters ▾

View/Edit Rosters

 Use this page to view, edit, or delete rosters. [more info ▾](#)

– Search for Rosters to Edit



*Year: 2016-2017 ▾

*District: Demo district 9998 - 9998 ▾

*School: Demo Institution 9998999 ▾

*Roster Type: User Defined ▾




Search




Note: For multiple roster selection, you may print 50 students at a time.

Number of rosters found: 10

Enter search terms to filter search results

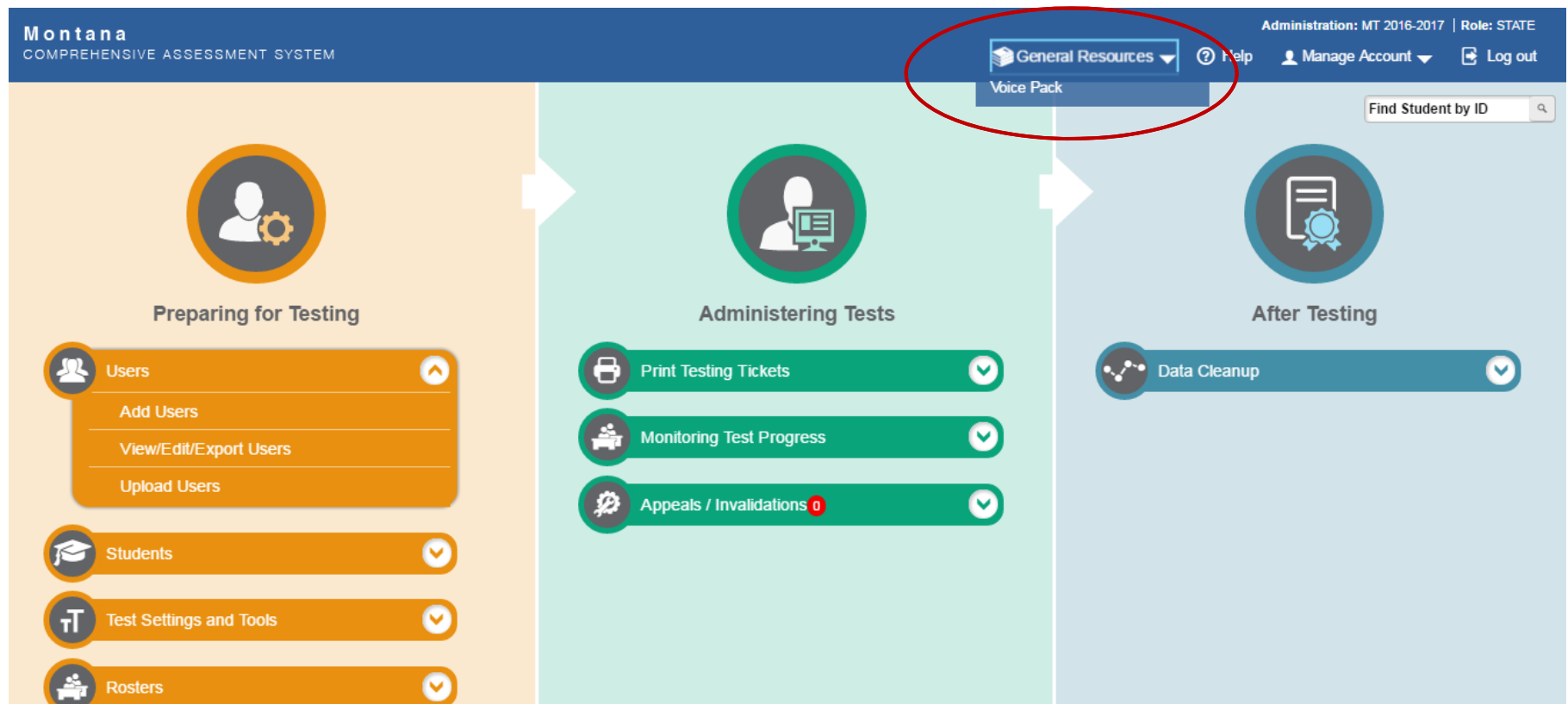
<input type="checkbox"/>	Edit	Roster Name	Grades In Roster	Number Of Students
<input type="checkbox"/>		Abie test	04	5
<input type="checkbox"/>		roster1	04	1
<input type="checkbox"/>		roster2	04	1

 measured progress.

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Voice Packs

- To download the voice pack:
 - Click **General Resources** and then **Voice Pack**. Select the **Julie Voice Pack**. You can also download the instructions.



Resources & Support

Resources

<http://mt.portal.airast.org/>

Support

Measured Progress Help Desk

1.888.792.2741

MontanaHelpDesk@measuredprogress.org

Hours

6:00am - 3:00pm, Mountain Time (Mon-Fri)

5:00am - 5:00pm, Mountain Time (Mon-Fri during Summative
Test Window)

MontCAS Contacts

Marcy Fortner, Assessment Assistant
406-444-3511 mfortner@mt.gov

Pam Birkeland, Digital Library
pbirkeland@mt.gov

Paula Schultz, Smarter Accommodations
pschultz2@mt.gov

Jessica Eilertson, State Assessment Director
406-444-3656, jseilertson@mt.gov

Thank you.